



DIRECT CARE WORKER

CHARACTERISTICS OF WORK:

This is semi-skilled level work in the care and supervision of residents or patients at a state health facility. Employees assist residents in all areas of physical care and assume total responsibility for the hygiene of patients who are unable to independently perform such tasks. Other duties include general housekeeping assignments, participating in social and recreational activities for the residents, and writing non-technical reports on patient behavior and activity. General supervision is received from a Direct Care Supervisor or Alternate Supervisor; supervisory responsibilities are not assigned to positions allocated to this job class.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

Graduation from a standard four-year high school or equivalent (GED).

OR

Education:

Completion of an 8th grade education;

AND

Experience:

Four (4) years of related experience.

Required Certification:

Certification as a Certified Nurse Assistant.

Required Document:

Applicant must attach a copy of his/her certificate as a Certified Nurse Assistant (CNA).

Substitution Statement:

Above completion of an 8th grade education, related education and related experience may be substituted on an equal basis; however, there shall be no substitution for certification as a Certified Nurse Assistant (CNA).

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Heavy Work: May frequently exert force equivalent to lifting up to approximately 50 pounds and/or occasionally exert force equivalent to lifting up to approximately 100 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Peripheral: Ability to observe an area that can be seen up and down or left and right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Taste/Smell: Possesses the ability to use the sense of smell to recognize and distinguish odors. Possesses the ability to use the sense of taste to recognize and distinguish flavors.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or bend. The incumbent is occasionally required to sit; and climb or balance.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a

reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity: Exhibits behaviors showing a strong internal personal commitment to fundamental principles of honesty and fairness dealing in all activities related to job performance.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Accountability: Accepts responsibility for actions and results.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

TECHNICAL COMPETENCIES:

Patient Care: Provides care to residents by means of personal hygiene, first aid, and the monitoring of patient conditions.

Assists residents in all areas of physical care and to assume total responsibility for the hygiene of patients who are unable to independently perform such tasks.

Documenting/Recording Information: Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

Assists in checking and recording patient conditions. Charts patient behavior and activity.

Housekeeping Management: Provides residents with housekeeping and personal care services and instruction.

Maintains order in residents' rooms.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Participate in activities for patients.
2. Assists residents in all areas of physical care and hygiene.

3. Performs housekeeping duties.
4. Writes non-technical reports and participates in training sessions.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Checks and records patient conditions such as vital signs and weight.

Charts patient behavior and activity.

Directs and participates in recreational and social activities for patients in accordance with written programs and habilitation plans.

Accompanies residents to activities and programs outside the facility.

Collects urine, stool, and sputum specimens for clinical tests.

Turns and positions non-ambulatory patients.

Performs or assists in the performance of resident personal hygiene tasks such as bathing, shaving, and brushing teeth.

Maintains order in residents' rooms.

Inventories resident clothing.

Attends and participates in all related in-service training sessions.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.